



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

Canc: May 01

CNETNOTE 1530

OTE6/082

21 APR 2000

CNET NOTICE 1530

Subj: NROTC MIDSHIPMAN SUMMER TRAINING PROGRAM, 2000

Ref: (a) OPNAVNOTE 1530 of (pending), Subj: 2000 Midshipman Summer Training Program
(b) NAVMEDCOM 6230 of 20 Apr 98, Subj: Immunization Requirements and Recommendations (NOTAL)
(c) CNET P1533/3 (Rev. 6-97) (Naval Reserve Officers Training Corps Administrative Manual (NAM))
(d) Navy Pay and Personnel Procedures Manual (NAVSO P-3050), Part 8, Chapter 4
(e) Midshipman Summer Training Manual 2000 (NAVEDTRA 37300K)
(f) CNET ltr 1320 OTE411 of 07 Feb 00 (NOTAL)

Encl: (1) General Information for NROTC Midshipman Summer Training
(2) NROTC Training Plan for 2000
(3) CORTRAMID Administrative and Instructional Guidelines

1. Purpose. The purpose of this notice is to provide information concerning the 2000 NROTC midshipman summer training programs.

2. Scope

a. This notice addresses NROTC summer training programs for the Navy and U.S Marine Corps (USMC) (BULLDOG). Navy summer training includes Career Orientation and Training for Midshipman (CORTRAMID) for midshipmen third class and Atlantic/Pacific Training of Midshipmen (LANTRAMID/PACTRAMID) for midshipmen second class and first class.

b. References (a) through (f) are the primary source documents for subject training. The general instructions for the training of USNA and NROTC midshipmen were promulgated by reference (a), and are delineated in reference (e). Enclosures (1) and (2) provide additional information specifically for NROTC midshipmen as a supplement to reference (a). Enclosure (2) addresses transportation and reporting instructions for NROTC midshipmen. Each NROTC unit will be provided midshipmen training quotas via OPMIS. Enclosure (3) provides supplemental administrative and instructional guidance for officers in charge of CORTRAMID.

3. Discussion. A significant portion of the professional training midshipmen receive during their 4-year curriculum is

received during summer training. In addition, midshipmen must ultimately make the important decision as to which warfare area they will request to be commissioned into. CORTRAMID and the various summer training programs are designed to instill this awareness and provide the background necessary for midshipmen to make informed decisions regarding their career aspirations. CORTRAMID will be conducted for 4-year scholarship third class midshipmen and second class scholarship midshipmen who have not previously attended CORTRAMID. Two phases (one east and one west) will be utilized to accommodate all midshipmen. Dates for CORTRAMID phases are included in enclosure (3). The emphasis of the other summer training programs will be to professionally develop midshipmen in various aspects of active naval service. The schedules of the other summer programs are given in enclosure (2).

4. Reports. The Chief of Naval Education and Training (CNET) reports (1530-65, 1530-66, and 1530-67) discussed in enclosure (3) are approved for 1 year from the date of this notice.

D. L. BREWER, III
Rear Admiral, U. S. Navy
Vice CNET

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GENERAL INFORMATION FOR NROTC
MIDSHIPMAN SUMMER TRAINING

I. Publications. The following publications will be issued to NROTC midshipmen by their units, as applicable, prior to their departure for training. These publications are available on CNET's website: www.cnet.navy.mil (under Officer Programs):

- A. Midshipman Summer Training Handbook (NAVEDTRA 37301K)
- B. BULLDOG, NROTC Field Training Manual (NAVEDTRA 37302I)

II. Officers in Charge of Midshipman Summer Training

CAPT P. W. Hunt, USN, NROTC Unit, Hampton Roads
Atlantic Midshipmen Embarkation/Debarcation Coordinator

CAPT M. Simpson, USN, NROTC Unit, University of San Diego
Pacific Midshipmen Embarkation/Debarcation Coordinator

CAPT R. Davis, USN, NROTC Unit, Tulane University
Officer in Charge, CORTAMID EAST, Norfolk, VA

CAPT J. Weber, USN, NROTC Unit, Purdue University
Officer in Charge, CORTAMID WEST, San Diego, CA

CAPT D. Brennock, USN, NROTC Unit, College of the Holy Cross
Officer in Charge, Naval Science Institute (NSI), Newport, RI

Maj J. Thomas, USMC, NROTC Unit, University of Notre Dame
Officer in Charge, BULLDOG I, Quantico, VA

Maj G. Roper, USMC, NROTC Unit, SUNY Maritime
Officer in Charge, BULLDOG II, Quantico, VA

III. Establishment of Midshipmen Embarkation/Debarcation Coordinators and Team Offices, and Ashore Training Headquarters.

Officers in charge of summer training programs will establish offices/headquarters in accordance with the following schedule:

A. Atlantic Midshipmen Embarkation/Debarcation Coordinator (LANTMEDC) at NROTC Unit, Hampton Roads shall be established on or about 3 April 2000. In addition, as directed by OIC, LANTMEDC, Midshipmen Embarkation/Debarcation Team (MEDT) offices will be established as follows:

1. MEDT Mayport, FL: To be established by CO, NROTC Unit, Jacksonville University, as required.

2. MEDT Norfolk, VA: To be established by CO, NROTC Unit, Hampton Roads, as required.

3. MEDT Washington, DC: To be established by CO, NROTC Unit, The George Washington University, as required during Mediterranean Training of Midshipmen (MEDTRAMID) embark/debark processing. On other days, MEDT will be located at NROTC Unit, The George Washington University.

B. Pacific Midshipmen Embarkation/Debarkation Coordinator (PACMEDC) at NROTC Unit, University of San Diego/San Diego State University shall be established on or about 3 April 2000. In addition, as directed by OIC, PACMEDC, MEDT offices will be established as follows:

1. MEDT San Diego, CA: To be established by CO, NROTC Unit, University of San Diego/San Diego State University, as required.

2. MEDT Seattle, WA: To be established by CO, NROTC Unit, University of Washington, as required.

C. Officer in Charge, CORTRAMID East, Norfolk shall be established on or about 22 May 2000 at Building B30, Naval Operations Base, Norfolk, VA.

D. Assistant Officer in Charge, CORTRAMID East, Marine phase, Norfolk shall be established on or about 22 May 2000, Naval Amphibious Base Little Creek, VA.

E. Officer in Charge, CORTRAMID West, San Diego shall be established on or about 3 July 2000, at Copp Hall, Naval Station, San Diego, CA.

F. Assistant Officer in Charge, CORTRAMID West, Marine phase, Camp Pendleton shall be established on or about 3 July 2000 at Building 520440, Camp San Onofre, Marine Corps Base, Camp Pendleton, CA.

G. Officer in Charge, NSI shall be established on or about 30 May 2000 at Nimitz Hall, Naval Education and Training Center, Newport, RI.

H. Officer in Charge, BULLDOG G-1 shall be established on or about 15 May 2000 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

I. Officer in Charge, BULLDOG G-2 shall be established on or about 28 June 2000 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

IV. Logistic Support to Midshipmen Embarkation/Debarkation Teams and OICs. Commands at which embarkation or training detachments are established are requested to provide the officer in charge with logistic support as required. Officers in charge of these embarkation or training detachments shall advise the commands concerned, as far in advance as possible, of logistic support

they will require. Government vehicles should be utilized for the local transportation of midshipmen in connection with summer training, if at all possible. CNET (OTE411) will issue work requests to the activities providing/procuring midshipmen bus transportation at each of the MEDT and training sites.

V. Surface nuclear billets will be assigned by CNET (OTE31) via OPMIS. Units are to enter clearances and travel itineraries in OPMIS but are not allowed to change assignments. For those midshipmen assigned surface nuclear billets, NROTC units will forward clearance data and travel itineraries via message or other expedient means to applicable squadrons.

VI. Foreign Exchange Training of Midshipmen (FOREXTRAMID)/Japanese Maritime Self-Defense Force (JMSDF)/Republic of Korea Navy (ROKN) Exchanges. First class summer training quotas have been adjusted for NROTC units with FOREXTRAMID, JMSDF, and ROKN selectees. JMSDF/ROKN billets will appear as normal WESTPAC assignments.

VII. Air Mobility Command (AMC) Transportation. CNET or the MEDC will promulgate AMC flight information for Mediterranean Training of Midshipmen (MEDTRAMID), WESTPACTRAMID, or other group travel programs.

VIII. Immunization Requirements. Commanding officers, NROTC units, shall ensure midshipmen receive immunizations required by reference (b) prior to their departure for summer training. In addition to recording the immunizations received in the midshipman's health record, a Public Health Service Form (PHS-731 (Rev. 9/66)) must be prepared for each midshipman. Each NROTC midshipman must have the PHS-731 in his/her possession, and will hand-carry his/her health record to the active duty for training site.

IX. Uniforms. Midshipmen uniform requirements are contained in reference (e). Units having midshipmen assigned to submarines should contact the ship or parent squadron for additions or deletions to the standard uniform requirements. Midshipmen who report for summer training in CONUS or Hawaii will travel in summer whites unless otherwise directed. If summer whites are not issued, NROTC Unit commanding officers may authorize travel in summer khakis. Midshipmen who are embarking overseas will travel to the point of embarkation in civilian attire unless otherwise directed by the MEDC.

X. Training Orders, Health Records, and Security Clearances

A. NROTC units are responsible for RPN travel obligations (excluding AMC) which will appear on the midshipmen's summer training orders. Obligations copies of midshipmen travel orders will be forwarded to Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTTC), N811, 6490 Saufley Field Road, Pensacola, FL

32509-5237. CNET will centrally manage all other RPN obligations.

Note: It is imperative that summer training orders for "no shows" be cancelled immediately by the parent command and copies of the cancelled orders be provided to NETPDTC (N811) no later than 5 days following the scheduled embarkation.

B. Midshipmen first class who are requesting a precommissioning physical during summer cruise must have a statement in their orders indicating the type of physical requested. NROTC units, with approval from the appropriate MEDT OIC, may order midshipmen to report 2 days early or extend training for 2 days in order to obtain precommissioning physicals. The NROTC unit commanding officers are to ensure that all midshipmen requiring precommissioning physicals receive them during the summer training period if unable to schedule physicals prior to summer training. Midshipmen to be embarked in submarines for cruises must have a valid physical and dental exam in accordance with SECNAVINST 6420.1D prior to reporting. In addition, for submarine cruises that involve extended underway periods, a thorough type 2 dental exam must be conducted. These midshipmen must meet dental class one or two to cruise for more than local operations. Of particular concern are impacted communicating third molars (wisdom teeth) and periodontal involvement/periconitis of the third molar. Units having midshipmen requiring the type 2 exam will be notified upon assignment of a midshipman to a deploying submarine. Precommissioning physicals cannot be conducted onboard submarines. Midshipmen participating in submarine cruises must report with their medical and dental records.

C. NROTC unit commanding officers shall ensure that ALL midshipmen, prior to their departure for summer training, have in their possession the following items:

1. Health Record Folder (DD Form 722)
2. A completed Public Health Service Form PHS-731 (Rev. 9-66)
3. An Armed Forces Identification Card (Reserve) (DD Form 2 (Reserve))
4. Original and 5 copies of NROTC Training Order
5. Summer Training Handbook (NAVEDTRA 37301K)
6. Travel Claim DD1351-2
7. Copy of DDS account information: one copy of a "void" check, or bank form 1199A
8. Midshipman questionnaire (bubble sheet)

9. 3x5 card with important phone numbers and e-mail addresses (NROTC Unit, MEDC, RSO, CNET web page address, etc.)

10. A large pre-addressed, stamped envelope and instructions to return documents for liquidation of travel claims to:

DFAS - Pensacola
Code FPT
130 West Ave Suite A
Pensacola, FL 32508-5120

For proper liquidation, NROTC Midshipmen travel claims are to be liquidated in accordance with references (d),(e) and as modified by reference (f). Reference (d) states that summer training orders will be liquidated at the training site. Because of past widespread NROTC midshipmen reimbursement problems, NROTC orders will now be liquidated at DFAS Pensacola per reference (f), except for NROTC CORTRAMID midshipmen participants, whose orders will be liquidated per enclosure (3), paragraph V.B.7 of this notice.

D. Each midshipman shall be responsible for physically carrying and delivering these items to their training ship or command.

E. All orders will include the highest security clearance for which the individual midshipman is eligible and applicable source data. All midshipmen should have a satisfactorily completed National Agency Check and be granted a SECRET clearance prior to departing for summer training.

XI. Advance Pay. NROTC scholarship/college program midshipmen will be authorized advance cruise pay. This policy allows the Defense Finance and Accounting Service-Cleveland Center (DFAS-Cleveland Center) to provide 80 percent advance payment to all midshipmen prior to commencement of their proposed training. Leave and Earning Statements (LES) will not be submitted to disbursing offices for payment.

XII. Precruise Brief. Prior to the commencement of training the NROTC unit will conduct an extensive precruise brief for their assigned midshipmen utilizing the publications discussed in the Midshipman Summer Training Manual. In addition to hand-carrying the appropriate handbook to their training site, midshipmen should thoroughly review the handbook and understand the scope of the training objectives. Units are responsible for ensuring that midshipmen understand procedures for verifying orders and for travel claim liquidation.

NROTC TRAINING PLAN FOR 2000

I. INTRODUCTION

This introduction is the first of three parts of this enclosure. Section II provides general information about summer cruises. Section III provides specific reporting instructions for each of the training programs. Quota allocations for each training program for each NROTC unit will be promulgated via OPMIS. Having determined that your unit has been assigned a quota via OPMIS, refer back to the third section of this enclosure for reporting instructions. Additional specific information for each training site and actual ship assignment procedures will be provided in Letters of Instruction promulgated by the Midshipmen Embarkation/Debarcation Coordinators (MEDCs). The MEDCs have ultimate and final authority to adjust or reassign NROTC unit quotas as necessary when changes in fleet schedules modify available assets.

II. GENERAL INFORMATION

A. Midshipmen reporting to a Midshipmen Embarkation/Debarcation Team (MEDT) are to report not earlier than 0800 and not later than 1400 on the date specified, unless otherwise directed in the MEDC Letter of Instruction. Midshipmen training orders shall indicate a stop enroute at the MEDT and specify a period of time for the stop (e.g., ". . . report via MEDT NORVA for a period not to exceed 8 hours for further transfer to USS DEYO."). Midshipmen should report as soon after 0800 as possible. The reporting instructions listed in Section III will generally apply to all midshipmen assigned to the specified training period. Some ships within each training period may require embarkation/debarcation earlier or later than the specified date. Each unit will be advised of this deviation by the MEDC. NROTC units must ensure that midshipmen understand that training periods may vary for a variety of reasons.

B. Any units that have billets assigned that cannot be filled by first class college program/scholarship midshipmen and second class scholarship midshipmen are to immediately notify the appropriate OIC, MEDC so that the unused billets may be reassigned.

C. CNET (OTE6/0822) will maintain quota control until 29 May 2000 for CORTRAMID EAST and 10 July 2000 for CORTRAMID WEST, at which time the applicable OICs will assume accountability for all assignment changes. CORTRAMID changes required after 15 May 2000 (East)/26 June 2000 (West) should be of an emergency nature only. The respective Midshipmen Embarkation/Debarcation Coordinators will control all other training quotas (i.e., first and second class quotas). NROTC units should liaise directly with the MEDC personnel regarding any changes to cruise assignments. Unused CORTRAMID quotas should be identified and

returned to CNET (OTE6/0822) promptly prior to 15 May 2000 (East)/26 June 2000 (West). To reduce the number of "no-shows" which are not identified until the first day of training, each unit will designate at least one standby for COTRAMID. Units shall emphasize to midshipmen their responsibility in keeping their parent NROTC units advised of any change in their plans that would jeopardize their ability to report for active duty for training.

D. Commanding officers of NROTC units are to remind midshipmen that the port of embarkation will not necessarily be the port of debarkation. With prior approval, midshipmen may drive their cars to their scheduled embarkation port, but they must be prepared to incur the personal transportation expense back to the embarkation port to get their cars if the training terminates in another port, or ship embarkation ports change at short notice.

E. Grooming standards for summer training will be in accordance with Navy fleetwide grooming standards and Chapter 2, U.S. Navy Uniform Regulations. The midshipman's appearance must match that appearing on his or her Armed Forces Identification Card (e.g. hair color, wearing of mustache, etc.).

III. REPORTING INSTRUCTIONS

A. Specific ports of embarkation are not indicated in this notice as fleet schedules are not yet firm and specific ship assignments will be made by the appropriate OIC, MEDC. Exact port and ship assignments will be provided by Atlantic Midshipmen Embarkation/Debarcation Coordinator (CO, NROTC, Hampton Roads) for LANTRAMID and MEDTRAMID cruises, and the Pacific Midshipmen Embarkation/Debarcation Coordinator (CO, NROTC, University of San Diego/SDSU) for PACTRAMID and WESTPACTRAMID cruises.

B. NUCLEAR POWER - Midshipmen assigned to nuclear power training aboard SSNs, SSBNs, and nuclear surface cruises will receive specific reporting instructions from CNET (OTE31). Once nuclear cruise selections are announced, NROTC units are requested to return any unused training quotas to CNET (OTE31). In general, subsurface nuclear cruises will not be coordinated by a MEDC. Midshipmen assigned to nuclear surface cruises, however, will proceed via MEDTs when they are in close proximity to their assigned ship.

C. BULLDOG - First class Marine option midshipmen are to report to Headquarters, Officer Candidate School, Building 2189, Marine Corps Combat Development Center, Quantico, VA not earlier than 0800 and not later than 1600 on 28 May 2000 if in G-1 Company and on 9 July 2000 if in G-2 Company.

D. COTRAMID - NROTC second and third class scholarship midshipmen are assigned to this training. Training will consist of surface, submarine, aviation, and Marine Corps Orientation training. Units must arrange round-trip transportation to and

from the training site. Transportation between sites will be arranged by CNET. Reporting instructions for each coast are as follows:

1. East: Report to Officer in Charge, CORTAMID EAST, Norfolk. Midshipmen reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Penn Hall, Bachelor Enlisted Quarters, Naval Station, Norfolk, Virginia. Midshipmen should report between 0800 and 1600 on 1 June 2000 in Summer Whites, unless otherwise directed by the NROTC Unit commanding officer.

2. West: Report to Officer in Charge, CORTAMID WEST, San Diego. Midshipmen reporting to San Diego by commercial air will report to the Military Information Desk at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station, San Diego, California. Midshipmen should report on between 0800 and 1600 on 13 July 2000 in Summer Whites, unless otherwise directed by the NROTC Unit commanding officer.

F. AFLOAT AVIATION OPTION - Selected midshipmen first class will be ordered to report aboard the carrier to which assigned on the date prescribed. Reporting will be via a MEDT whenever possible. Once aviation option cruise selections are made, NROTC units are requested to return any unused training quotas to the appropriate MEDC.

G. ASHORE AVIATION OPTION - Selected midshipmen first class will be ordered to report to an aviation squadron. Once ashore aviation option cruise selections are made, NROTC units are requested to return any unused training quotas to the appropriate MEDC.

COTRAMID ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES

I. General

A. Objective. The objective of midshipman summer training is to further the professional development of midshipmen through introduction to the operational Navy and Marine Corps, and to reinforce their academic year programs, thereby instilling a sense of pride in their identification with the Navy and Marine Corps, and inclining them toward careers in the naval service.

B. Goals. The specific goals of COTRAMID are:

1. To enable midshipmen to make an informed decision about future career options.

2. To familiarize midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and Marine Corps.

3. To introduce midshipmen to the career development ladder within each warfare area.

4. To emphasize the importance of military courtesy, smartness, and discipline.

5. To reinforce leadership training through practical application of basic leadership.

C. Concept

1. To meet the above-described objective and goals during COTRAMID, each participating midshipman will receive indoctrination in each of the four warfare areas mentioned above. Each warfare community will dedicate time to provide the midshipmen with an overview of their community.

2. COTRAMID 2000 will be conducted 1 June to 30 June in the Norfolk area, and 13 July to 11 August 00 in the San Diego area. The program will be conducted in one 4-week phase per coast.

3. The content of the program is the responsibility of the host command for training in coordination with the officer in charge (OIC) of the Midshipmen Training Detachment. The centrally located COTRAMID office will be staffed full-time, and will be responsible for all aspects of training and administration.

4. The host commands for COTRAMID 2000 are:

a. Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT), Norfolk, VA, and Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC), San Diego, CA, will act as

overall coordinators for CORTRAMID on the East and West coast respectively.

b. Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT), Norfolk, VA and Commander, Regional Support Organization (RSO), San Diego, CA, will act as coordinators for surface indoctrination.

c. Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Norfolk, VA and Commander, Submarine Squadron 11 (COMSUBRON ELEVEN), San Diego, CA, will act as coordinators for submarine indoctrination.

d. Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT), Norfolk, VA and Commander, Fleet Aviation Support Office Training Group, Pacific (FASOTRAGRUPAC), San Diego, CA, will act as coordinators for aviation indoctrination.

e. Commanding General, Second Marine Expeditionary Force (CG, II MEF) and Commanding General, First Marine Expeditionary Force (CG, I MEF), Camp Pendleton, CA, will act as coordinators for Marine indoctrination.

II. Training Plan

A. Training will be conducted under the direction of the host commands.

B. Two groups of approximately 500 midshipmen consisting of eight companies, of up to 63 midshipmen per company, will be rotated through training over a 4-week periods.

III. Training Objectives

A. Aviation Phase

1. To indoctrinate midshipmen in the concept, roles, and mission of naval aviation.

2. To provide midshipmen with an appreciation of the duties of a junior officer in naval aviation and the career patterns of naval aviators.

3. To provide midshipmen, as feasible, flight time in a fleet or training command type aircraft.

NOTE: NROTC units are responsible for ensuring their personnel have completed sickle cell and hematocrit testing and are 3/C swim qualified before arriving at CORTRAMID. CORTRAMID swim testing is only performed to satisfy aviation water survival requirements and to determine type of aircraft for flights. Only those who successfully complete all portions of water survival training will be assigned to flights in ejection seat aircraft.

B. Submarine Phase

1. To indoctrinate midshipmen in the roles and missions of the attack and fleet ballistic missile submarines.

2. To provide midshipmen with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers.

3. To provide an introduction to shipboard damage control, as feasible.

4. To provide midshipmen, as feasible, 2 days at sea and 1 day of ashore training and orientation.

C. Surface Phase

1. To indoctrinate midshipmen in the missions of the surface forces of the Navy.

2. To familiarize midshipmen with the duties of a surface warfare junior officer and the career pattern of surface warfare officers.

3. To provide an introduction to shipboard damage control and firefighting, as feasible.

4. To provide midshipmen, as feasible, time at sea in a surface ship or ship's visits which should consist of maximum hands-on exposure.

D. Marine Corps Phase

1. The orientation will include demonstrations, field firing of weapons, practical application, classroom instruction, and field exercises. The goal is familiarization of midshipmen with the highly mobile, flexible, and versatile nature of the Marine Corps in both combat and peacetime environments. This orientation will involve the active participation of midshipmen in small unit tactics, weapons firing, and amphibious assaults. Specific objectives include:

a. To enable the midshipmen to identify and operate select individual and crew-served weapons of the Marine Corps.

b. To demonstrate to midshipmen the tactical knowledge, military skills, and leadership qualities demanded of a junior Marine officer.

c. To introduce midshipmen to the various career opportunities available to the graduate commissioned into the Marine Corps.

d. To demonstrate the capabilities of Marine aviation, particularly in helicopter-borne operations.

e. To introduce midshipmen to the training environment and lifestyle of the junior Marine officer.

f. To maintain the physical fitness of midshipmen.

2. The immediate supervision during training will be the responsibility of the NROTC Midshipmen Detachment Officers in Charge, Marine Phase, assisted by officers and noncommissioned officers assigned TEMADD.

IV. Midshipmen Organizational Plan

A. Training Quotas. Each NROTC unit will be provided east and west coast CORTRAMID billet allocations via the OPMIS system by CNET (OTE6/0822). Commanding officers will then fill the allotted billets, reporting any unused billets to CNET.

B. Status of Midshipmen. During CORTRAMID midshipmen will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with fleet or Fleet Marine Force units. Midshipmen should be:

1. Provided with lectures and demonstrations geared at the junior officer level.

2. Assigned to observe officers and key petty officers/NCOs when embarked upon naval ships or naval aircraft or engaged in landing exercises.

V. Detachment OIC

A. Duties

1. Maintain administrative control of the NROTC midshipmen undergoing training in accordance with local directives, CNET directives, and higher authority.

2. Make inspections as necessary to ensure proper administration of the training schedule and that training objectives are being met.

3. Ensure competent guidance is available to midshipmen on all matters pertaining to the NROTC Program.

4. Ensure turnover files are completed prior to the disbanding of the staff and are forwarded to the next year's OIC or forwarded to CNET (OTE6/0822).

5. Organize assigned personnel to perform training mission.

6. Submit required reports.

7. Promulgate necessary directives to ensure proper command and administrative control of assigned personnel.

B. Reports

1. Initial Training Report (CNET Report 1530-65).

Detachment OIC shall submit to CNET (OTE6/0822), as each group is formed:

a. A written list of midshipmen who did and DID NOT report for training including name, SSN, parent unit. Include six-digit tango number, and complete reason for those not reporting. Parent units may have to be contacted to determine the exact reason a midshipman did not report for training as scheduled.

b. Discrepancies noted by name/unit/discrepancy.

2. Final Training Report (CNET Report 1530-66). Upon completion of the training, the CORTRAMID OIC shall submit a final training report summarizing the training with specific recommendations in the following subject areas:

- a. Effectiveness of pretraining plans
- b. Training organization
- c. CORTRAMID staffing
- d. Reporting/departure of midshipmen
- e. Messing/berthing
- f. Uniforms/equipment
- g. Facilities
- h. Improvements for next year

The report should be addressed to CNET (OTE6/0822). Reports should be received by CNET (OTE6/0822) no later than 1 October so program execution can be reviewed at the annual October CNET Midshipmen Planning and Scheduling Conference.

3. Nonappropriated Fund Financial Report (CNET Report 1530-67). Commands (Fleet, TYCOM, OICs), that are provided an allocation of nonappropriated funds (\$3.46 per midshipman) directly from the Bureau of Naval Personnel (BUPERS) Central Fund for midshipmen recreation purposes, shall forward a consolidated financial report to BUPERS (PERS-652D) within 30 days following completion of the midshipman summer training period. This letter

report shall include a listing, by dollar amounts, of the specific uses of the funds (e.g., Sightseeing Tour Expense, \$____; Recreation Field Meet, \$____), accompanied by a check or money order made payable to the "Bureau of Naval Personnel" for any residual amount. A copy of each final financial report shall be provided to CNET (OTE6/0822).

4. CORTRAMID Critique. Each midshipman shall complete an End of Training Critique upon completion of all 4 weeks of training utilizing the Midshipman Summer Training Questionnaire "bubble sheet," CNET form 1533/69 (Rev.2-97). A CORTRAMID Phase Critique may be completed by each midshipman as required by the host commands for use by each host command. A summary of CORTRAMID Phase Critiques, if conducted, will be provided by each host command to CNET (OTE6/0822) by 1 October for use in the NROTC Summer Training Summary. The OIC will be responsible for forwarding the End of Training Critiques to CNET (OTE6/0822).

5. Special Incident Reports. Incidents involving death or serious injury of midshipmen during training or while in liberty status should be reported to the CNET Duty Officer (DSN 922-4000, commercial (904)452-4000) per OPREP/SITREP procedures. In addition, major incidents involving midshipmen that have a potentially adverse public relations impact should be similarly reported. Less serious incidents involving misconduct, alcohol, or drugs should be reported not later than the next working day to the NROTC Program Manager (CNET OTE1) at DSN 922-4983, commercial (904)452-4983, or the Head, NROTC Professional Development (CNET OTE6/082), DSN 922-4941, ext. 325 or commercial (904) 452-4941, ext. 325.

6. Midshipmen Evaluations. Midshipmen evaluations are optional. CORTRAMID OICs are encouraged to complete an Officer Fitness Report (BUPERS 1610-1), in accordance with reference (e), for particularly outstanding or deficient performance. Midshipmen receiving these reports will be evaluated by the officer and enlisted instructor in charge of each company and the fitness reports will be signed by the CORTRAMID OIC.

7. Midshipmen Travel Claims. Midshipmen orders shall be endorsed and travel claims liquidated by the CORTRAMID staff using local PSD assets. If the local PSD is unable to liquidate the large volume of CORTRAMID travel claims, liquidate NROTC travel orders per enclosure (1), paragraph X.C.10 of this notice.